

FLYER

**058A-25
January 10, 1995**

TO: Chief, Human Resources Management Service

SUBJ: Benefits Administration Letter No. 94-109, Dated December 9, 1994

The Office of Personnel Management (OPM) has issued the attached Benefits Administration Letter (BAL), which informs agencies of the availability of a retirement video "Stepping Into Retirement". The 18-minute video developed by OPM was designed to encourage CSRS and FERS employees who are approaching retirement eligibility to plan ahead so that when they do retire, their retirements can go smoothly. The video is intended for use either as part of a pre-retirement seminar or for viewing by individual employees. Human Resources Management (HRM) offices may want to let their employees sign out the video for home viewing.

HRM offices may order the video using the attached order form. The video costs \$10.00 each and may be reproduced locally as needed.

Any questions regarding this information should be referred to the Employee Relations Division (058A) on FTS (202) 535-8884.

Employee Relations Division (058A)
Office of Human Resources Management
VA Central Office - Washington, DC

Office of Personnel Management

Retirement and Insurance Group



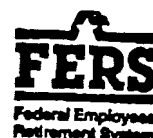
1920



1954



1959



1986

Benefits Administration Letter

Number: 94-109

Date: December 9, 1994

SUBJECT:

Availability of Retirement Video
Stepping Into Retirement

GENERAL

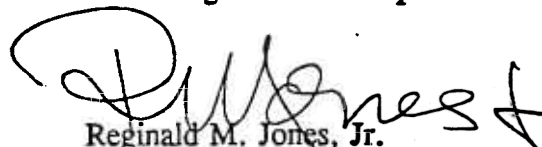
We are pleased to announce the availability of the video
Stepping Into Retirement.

This 18-minute video developed by our office is designed to encourage CSRS and FERS employees who are approaching retirement eligibility to plan ahead so that, when they do retire, their retirements can go smoothly. The video points out the steps that need to be taken when planning to retire. Along the way, it provides basic information on eligibility rules, how annuities are computed, deposits and redeposits, and eligibility to continue health and life insurance. The video is intended for use either as part of a pre-retirement seminar or for viewing by individual employees.

The reactions of agency benefits officers who previewed the video have been very positive. They say that it is well done, has an appropriate amount of technical information, and enough entertainment value to keep people's attention. Agency staff members who attended the Benefits Officers Conference will receive a complimentary copy of the video.

ORDERING INFORMATION

Agencies can purchase additional copies of the video for \$10 each. An open-captioned version is available. A copy of the order form for ordering additional copies is attached.



Reginald M. Jones, Jr.
Assistant Director

Attachment

for Retirement Policy Development

Stepping Into Retirement **ORDER FORM**

Stepping Into Retirement is an 18-minute video developed by the Office of Personnel Management. The video is designed to encourage CSRS and FERS employees who are approaching retirement eligibility to plan ahead so that, when they do retire, their retirements can go smoothly. The video points out the steps that need to be taken when planning to retire. Along the way, it provides basic information on eligibility rules, how annuities are computed, deposits and redeposits, and eligibility to continue health and life insurance. The video is intended for use either as part of a pre-retirement seminar or for viewing by individual employees.

An open-captioned version is also available.

YES, please send me copies of *Stepping Into Retirement* @ \$10.00 each.

TOTAL Number of copies ordered.

Number of **OPEN-CAPTIONED** copies ordered.

The total cost of my order is \$.

Name _____
Organization _____
Street Address _____
City, State, Zip _____
Phone _____

Please enclose a check payable to OPM with order form.

Send all order forms and checks to:

Attn: Retirement Video
Office of Retirement Policy Development
P.O. Box 57
U.S. Office of Personnel Management
Washington, D.C. 20044

If you are a Federal Agency and would prefer to be billed, please provide the following information:

Agency Location Code (ALC) - _____

Agency Accounting Data - _____

(include all accounting information required for proper billing, such as Document/Purchase Order/Requisition No., Index/Dept. code)